



## **VACANCY FOR THE POSITION OF JUNIOR BOOKKEEPER**

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Johannesburg for the position of Junior Bookkeeper. EISA is a continental not for profit organisation located in Johannesburg, South Africa with field offices in the Democratic Republic of the Congo, Madagascar, Mali, Mozambique, Somalia and Zimbabwe and a regional office in Gabon. EISA has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa

**Reporting to the EISA Head of Finance the Junior Bookkeeper will be required to:**

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### **Key tasks and responsibilities**

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- Process local & foreign payments and follow up
- Prepare all payments for cheque or online transfer Manage, maintain and reconcile all staff advances, per diem calculations etc.
- Custodian of local currency Petty Cash
- Enter into pastel all advances (PARF and other)
- Enter into Pastel all petty cash entries
- Check all Project Advance Reporting Forms (PARF) and make sure they match with the supporting documents (invoices, receipts etc)
- Support HQ staff to during events and missions
- Assist in Filing and checking financial documents.

### **General**

- Attend and participate in Finance staff meetings, as well as other meetings that relate to the work of EISA if required
  - Assist in regard to payments as required in EISA policy dialogue series including seminars, workshops, EISA Annual Symposium and conferences
  - Any other tasks as required by the Head of Finance/or Operations Director
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### **Education**

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- Post matriculation qualification in bookkeeping or accounting
- Diploma in Accounting, Financial Management or Business Management is an advantage

### **Experience**

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- Experience and knowledge of bookkeeping for an NGO will be an added advantage.
- Working experience in finance and administration will be an added advantage
- Familiarity with Pastel accounting package and project accounting will be an added advantage

### **Knowledge and Skills**

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- Ability to multi-task
- Computer literacy
- Good time management and workflow organisation

### **Languages**

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- Fluency in English. Knowledge of French will be an advantage

### **Person specifications**

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- Level-headed and well organised
- Adaptable - able to work with people from different cultural backgrounds and education levels
- Willingness to work beyond official working times if required
- Self-motivated and able to work under pressures
- Availability to travel regionally, continentally and globally if required
- Able to work in a team
- Organised and accurate
- Integrity, honesty and respect for confidentiality

Applications with relevant CV and proof of written work should be sent to Ms Zahira Seedat at [zahira@eisa.org.za](mailto:zahira@eisa.org.za) by not later than 10 May, 2019 17h00.

EISA reserves the right not to appoint